

**Association of Friends Of Ranchlands Community School (AFORCS) –
Meeting Agenda and Minutes**

AFORCS Meeting Agenda:

Date: **February 10, 2026**

Time: **7:30 p.m.** (estimated start time, could be earlier or later)

Location: **Ranchlands School**

Agenda Items	Lead(s)	Min est.
1. Welcome and Call to Order	DJ	1
2. Approval of the Agenda	DJ – all	1
3. Approval of past minutes	DJ – all	1
4. President’s Report	DJ	5
5. Treasurer’s Report	JE	10
6. Casino Report	TBD	5
7. Principal – Overview of Spending Wish List	SW	10
8. Review/Confirm Action Items	DJ - all	10
9. Confirm Next Meeting Date / Plan	DJ	2
10. Adjournment	DJ	1

Meeting Guidelines:

- These agendas are finalized in advance with the AFORCS Executive, usually with input from the Principal.
- To propose future items, email ranchlandscouncil@gmail.com, preferably one-week in advance. All item proposals must include:
 - A clear topic or motion
 - Supporting documents, if applicable
 - A draft 3 minute summary

Pre-Meeting Notes:

- For approval: [Meeting Minutes from Jan 13, 2026 AFORCS Meeting](#)

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Meeting Minutes:

Attendance:

Parents:	In person: Darcy Johnson, Kiera Savoie, Chrissy Fraser, Kirsten Cadwell, Tania Trofimova, Online: Jessica Eijzinga, Sumitra Patel, Lauren Walker, Claire Johnson, Yeveline
School Staff	In person: Steve Wigglesworth, Tania Wong

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Meeting Notes:

Item Topics	Notes	Action Items (brief)
1. Welcome and Call to Order		
2. Approval of the Agenda	<ul style="list-style-type: none"> No additional items were added. Agenda approved as presented. 	<ul style="list-style-type: none"> N/A
3. Approval of past minutes	<ul style="list-style-type: none"> Draft: https://ranchlands.cbe.ab.ca/documents/09ab3e96-b86d-4328-bb48-f57c400a9dae/AFORCS-January-13-2026-Draft-Minutes.pdf Approved pending update to remove two bullet points on page 2 referencing resignation details. 	<ul style="list-style-type: none"> Steve to confirm that the minutes have a been amended, and changed from 'draft' to 'approved'.
4. President's Report	<ul style="list-style-type: none"> AGLC executive update submission AFORCS Governance review Overview of immediate compliance priorities 	<ul style="list-style-type: none"> Darcy to organize a governance review.
5. Treasurer's Report	<ul style="list-style-type: none"> Bank appointment required at Bank of Montreal to update signing authorities, two signers per visit. Ink signatures required. Alberta Registries filing pending. Accountant required to review last two years of financial statements for insurance compliance. August 2025 financial year requires completion. <p>Financial update:</p> <ul style="list-style-type: none"> Approximately \$32,000 in casino account, and Approximately \$6,000 in general account. 	<ul style="list-style-type: none"> Jesica to set up meetings with banks, update signing authorities, and prepare financial statements. Lauren and Darcy to each follow up with two accountants we know.

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<p>6. Casino Report</p>	<ul style="list-style-type: none"> • Next scheduled event, Q4 2026 • NEED – Casino Chair volunteer • Initial planning framework • Discussion of Casino Chair continuity strategy 	<ul style="list-style-type: none"> • Kirsten to be one of the Casino Chairs. Darcy to put her in touch with Christina for discussion.
<p>7. Principal – Overview of Spending Wish List</p>	<ul style="list-style-type: none"> • DJ – reminder, we currently do not have effective insurance (as discussed earlier). Strong preference to wait until March to make spending decisions, after insurance in place, and after discussion of school development plan. • Parent society previously paid for gym projector and laptops. Part of the reason Ranchlands has a 2-1 student-screen ratio (which is higher than the CBE minimum of 3-1) is due to support from the parent society. • Current Principal’s Wish list <ul style="list-style-type: none"> ○ \$10k - Upgrading the sound system in the gym. <ul style="list-style-type: none"> ▪ Current system is approximately 20 years old. ▪ Microphones - internet providers have bought up more of the bandwidth, creating some conflicts for the wireless microphones. Ours are currently running at 600 Mhz, and are cutting in and out. ▪ Amps need updating too. ○ \$5k – playground fund. <ul style="list-style-type: none"> ▪ Kiera to chair the playground committee, Jessica to add her (and all of us) to playground committee G-Drive ▪ Discussion on whether \$5k is sufficient toward the ultimate cost of replacing playground that is already 25 years old. 	<ul style="list-style-type: none"> • Group to revisit spending discussion in March. • Jessica to add Kiera to existing playground committee group. • Darcy to provide Kiera with previous playground committee group’s collected information. • Kiera and Steve to develop a fundraising goal (dollar amount and target year) for the playground initiative.

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	<ul style="list-style-type: none"> ▪ Kiera and Steve to work together on a fundraising goal for the playground. ○ \$2k – support for families in need for field trips <ul style="list-style-type: none"> ▪ All supported this expenditure. ○ \$16.8k – 30 iPads – used for photos, learning apps. <ul style="list-style-type: none"> ▪ Majority of current iPads cannot be updated any more. Some get broken. ▪ Discussion on whether additional screens with relatively short useful lives is the best use of parent society funds. 	
8. Other Fundraisers	<ul style="list-style-type: none"> • Movie night confirmed – April 23rd <ul style="list-style-type: none"> ○ Discussed firming this up as a fundraiser for AFORCS, given there are no other fundraising events scheduled for this year. ○ Potential for a food bank donation option or a cash donation to AFORCS option; also proceeds from popcorn to AFORCS, and possibly a silent auction. • Mabel’s Labels to be communicated via school website and/or emails; • Discussed a potential Bingo Night. Several supported the idea as the Parent Society does get the Gym every Thursday; principals cautioned it’s already a busy spring, and suggested we consider holding one in the fall. • Casino night will be a big push for everyone in the fall too. 	<ul style="list-style-type: none"> • Kiera assigned to procure popcorn for the movie night. • Principals to communicate Mabel’s labels. • Tabled conversation regarding bingo nights. •
9. Review/Confirm Action Items	<ul style="list-style-type: none"> • See action items table below. 	
10. Confirm Next Meeting Date / Plan	<ul style="list-style-type: none"> • March 10, 2026 	<ul style="list-style-type: none"> •
11. Adjournment	<ul style="list-style-type: none"> • Meeting adjourned at 9:01pm. 	<ul style="list-style-type: none"> •

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Ongoing List of Confirmed Action Items:

Action Items (new and outstanding)	Assigned to:	Assigned Date:	Target Date:	Status (Pending, In Progress, Completed)
1. <i>Revise and finalize Jan meeting minutes</i>	Steve/Tania	Feb 10, 2026	Feb 17, 2026	Pending
2. <i>Organize a governance review</i>	Darcy	Feb 10, 2026	Mar 10, 2026	Pending
3. <i>Update signing authorities with banks</i>	Jesica, Kiera, Tania	Feb 10, 2026	Feb 24, 2026	Pending
4. <i>Prepare 2 years financial statements</i>	Jesica	Feb 10, 2026	Mar 10, 2026	Pending
5. <i>See if Courtney is willing to review financial statements</i>	Lauren	Feb 10, 2026	Feb 17, 2026	Pending
6. <i>See if Greg is willing to review financial statements</i>	Darcy	Feb 10, 2026	Feb 17, 2026	Pending
7. <i>Handover casino binder and connect Kirsten (new casino chair) with Christina (former casino chair)</i>	Darcy to Kirsten	Feb 10, 2026	Feb 17, 2026	Pending
8. <i>Add Kiera to playground committee</i>	Jesica	Feb 10, 2026	Feb 17, 2026	Pending
9. <i>Handover playground chair information to Kiera</i>	Darcy	Feb 10, 2026	Feb 17, 2026	Pending
10. <i>Develop fundraising goal (target \$ and year) for playground</i>	Kiera / Steve	Feb 10, 2026	Mar 10, 2026	Pending
11. <i>Revisit spending requests in March</i>	ALL	Feb 10, 2026	Mar 10, 2026	Pending
12. <i>Kiera to procure popcorn for movie night (to be confirmed by April meeting)</i>	Kiera	Feb 10, 2026	Apr 14, 2026	Pending
13. <i>Principals to communicate Mabel's Labels fundraiser</i>	Steve/Tania	Feb 10, 2026	Mar 10, 2026	Pending
14. <i>Revisit conversation regarding movie night – advance planning</i>	ALL	Feb 10, 2026	Mar 10, 2026	Pending

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15. *Revisit conversation regarding bingo
night*

ALL	Feb 10, 2026	Mar 10, 2026	Pending
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